

UNITED STATES COURT OF APPEALS FOR THE SECOND CIRCUIT



VACANCY ANNOUNCEMENT

April 12, 2017

Reference No.: FY 17-18

Position Title: College Intern – Contracting and Procurement
Location: Office of Court Operations, New York, NY
Salary Range: \$14 to \$18 per hour
Salary commensurate with experience, qualifications, and education
Closing Date: April 30, 2017
Expected Start Date: May or June 2017

Position Overview: The Second Circuit's Administrative Services Office seeks a highly motivated, responsible, detail-oriented intern to assist in daily operational duties. The intern will perform various administrative duties, including filing, copying, answering the phone, sorting and delivering mail, scanning, retrieving and boxing documents, labeling records, and creating spreadsheets. The intern should be able to work with a team and have excellent customer service and communication skills.

Required Qualifications: The position requires a high school diploma or equivalent. To qualify for a higher rate of pay, applicants must have either: (i) one year (30 semesters or 45 quarter hours) of education beyond high school; or (ii) one year of general work experience involving progressively responsible clerical, administrative or other work that indicates the possession of, or the ability to acquire, the knowledge and skills needed to perform the duties of the position. Regular lifting of heavy boxes (20 to 40 pounds) is required. Applicants must be able to work at least 40 hours per week from Monday through Friday, 8:30 AM - 5:00 PM. More than one position may be filled.

Conditions of Employment: Must be a U.S. citizen or lawful permanent resident seeking U.S. citizenship. Positions with the U.S. Courts are excepted service appointments, which are "at will" and may be terminated with or without cause. All interns are subject to strict confidentiality requirements. The applicant(s) selected for the position will be brought on provisionally pending the results of a background investigation. Direct deposit of pay is required.

To Apply: Please submit a cover letter and resume as a single PDF attachment by email to resumes@ca2.uscourts.gov, subject line: College Intern, Reference No. FY 17-18. Your cover letter should include your availability and best means of contacting you. Incomplete applications will not be considered. Only candidates selected for an interview will be notified. No phone calls, please.

THE UNITED STATES COURT OF APPEALS FOR THE SECOND CIRCUIT IS AN EQUAL OPPORTUNITY EMPLOYER.